

Friends of Askean RFC

Grant Making Policy

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1. Introduction

On 4th December 2020, The Charity Commission registered Friends of Askean RFC as a grant making charity.

A grant is defined as a financial reward Friends of Askean RFC makes from its funds to support its charitable purposes (Objects):

To promote community participation in healthy recreation by providing funding to facilitate the playing of rugby, primarily but without limitation through Askean RFC, an open grass roots amateur rugby club for the benefit of South London, Greenwich, and surrounding areas.

2. Purposes

The 3 principal purposes of this Grant Making Policy are:

1. To ensure that friends of Askean RFC functions as a grant making charity in accordance with charitable law;
2. To ensure that due diligence is exercised;
3. To provide a Grant Making Policy which is:
 - robust enough to ensure compliance with charitable law and HMRC requirements.
 - flexible enough to enable Friends of Askean RFC's Objects to be consistently met.

3. Guidelines

Eligibility of grant applications

Grant applications will be considered that fall within the Objects of Friends of Askean RFC and that, in the judgement of the Trustees, fall within charitable law.

Grant decision making

All grant decisions will be made on the information that is presented in support of a grant application.

Decisions on grants are made solely by the Trustees of the Friends of Askean RFC

Whilst donors may recommend how donations are used, decisions are the ultimate responsibility of the trustees.

Reasonable risk management

In coming to a decision on grant applications, Trustees will:

Consider each grant application on its merits;

Assess risk appropriately, taking into consideration the:

- intended use of the grant;
- amount;
- knowledge of the applicants.

Delivering Friends of Askean RFC Objects

Grant beneficiaries will be expected to show that a grant is delivering / has delivered Friends of Askean RFC Objects

Priorities for support

The number of requests or situations that can be supported through grants by the Friends of Askean RFC will be limited by the funds that can be released whilst ensuring the charity's sustainability.

The priorities for support will be reviewed and published annually

4. Administration

The Grant Making Policy will be implemented primarily through 3 processes:

4.1 The Annual Grant Management Process (Please see Appendix 1)

4.2 The Quarterly Governance Meetings (Please see Appendix 2)

4.3 The Grant Application Process (Please see Appendix 3 and Appendix 4, Grant Application Form)

Appendix 1- The Annual Grant Management Process

Purpose

The overall purpose of this strategic process is to agree annual priorities for support in a sustainable manner. It assumes that most grants are primarily for Askean RFC

Funds available for disbursement (1)

In May of Friends of Askean RFC 's current financial year, the Trustees will undertake an initial assessment of the funds available for disbursement for the following financial year commencing 18th August.

The factors that will influence the assessment will be:

- the effectiveness of funds disbursed in achieving Friends of Askean RFC 's Objects and funds raised in the current financial year.
- the forecast fund balance at the beginning of the following financial year and forecast of funds to be raised during the following financial year.

Estimation of grant applications and fund-raising initiatives (2)

During June and July of the current financial year, the Executive Committee of Askean RFC will estimate the:

- grant applications to be submitted for the following financial year, in terms of the number, amount, purpose and the likely timing of grant applications.
- number, type, and value of fund-raising initiatives to be undertaken by members.

Agreement of funds to be raised and disbursed

As soon as practicable following Friends of Askean RFC 's financial year end, The Trustees and Executive Committee of Askean RFC will agree an *annual plan* for the funds to be raised and disbursed based on paragraphs (1) & (2) above.

A summary of the *annual plan* will be produced, published on the Friends of Askean RFC and distributed to Askean RFC members.

The *annual plan* will be updated following each *Quarterly Governance Meeting*.

Appendix 2 - The Quarterly Governance Meetings

The purpose of these operational meetings is to ensure that the Friends of Askean RFC fund is effectively managed, that grants are being used for the purposes intended and are contributing to the Objects of the Friends of Askean RFC.

These meetings will be held as follows -

Date of Meeting	Quarter under assessment
October	July - September
January	October – December
April	January-March
July	April-June

Agenda:

1. Friends of Askean RFC Fund

1.1. Funds disbursed

1.2. Funds raised

1.3. Balance at the beginning and end of quarter

- *For all metrics:*
- *Forecast vs actual*
- *If on-track, proceed as per plan*
- *If off-track, agree action required to get plan back on track*

2. Grants

For each grant:

2.1 Has it been disbursed and are the monies being utilised as agreed in the grant application?

2.2 Is it contributing towards Friends of Askean RFC 's Objects?

If yes to both, no action is required

If no to one or both, agree action required to ensure grant is utilised as agreed by the beneficiaries.

Appendix 3 – The Grant Application Process

The purpose of this process is to ensure that:

- Grant applications are assessed fairly, within the context of the funds available and with appropriate risk management
 - Grant applications that are approved are in support of Friends of Askean RFC 's Objects and within charitable law
 - There is an opportunity to assess applicants and their referees
1. A grant application may be submitted by Askean RFC or another organisation and by individuals.
 2. A grant application can be submitted at any time and will be assessed at a Trustees' bi-monthly meeting.
 3. A grant application must be presented in a grant application form and be submitted to the Chair of the Trustees, by email, at least 2 weeks before a Trustees' bi-monthly meeting
(Please refer to Appendix 4)
 4. A grant application from Askean RFC can be submitted by any member of good standing and it must be endorsed by the Chairman and Treasurer* (* Or another member of the Executive Committee if the Treasurer is not available).
 5. A grant application from another organisation or an individual must have 2 referees of good standing
 6. The factors for Trustees to consider when considering a grant application will be:
 - Do they *believe* it will contribute towards the Friends of Askean RFC 's Objects cost effectively?
 - Is there any *evidence* in the grant application that it will contribute towards the Friends of Askean RFC 's Objects?
 - Are there sufficient funds to support the grant application?
 - If this grant is approved, what is the risk to the overall fund?
 - Is there any evidence that the applicants have contributed to fund raising activities for Friends of Askean RFC?

7. It will be the Trustees responsibility to approve, 'insufficient to approve' or reject a grant application.

8. Based on the current complement of 4 trustees, approval or rejection will be a majority decision, (3/1 or 4/0).

The Chairman will not have a casting vote.

A vote of 2/2 will be considered as 'Insufficient to approve'.

Conditions may be attached to an approved grant

9. The decision with reasons will be given to the applicant(s) no later than 5 working days following an assessment.

Appendix 4 – The Grant Application Form

Friends of Askean RFC – The Grant Application Form (1/2)

1. Amount of grant being applied for:

2. A brief description of the proposed use of the grant.

3. How will it contribute towards the Friends of Askean RFC 's Objects?

4. What fund-raising activity have you undertaken on behalf of Friends of Askean RFC?

5. For an application from Askean RFC, why should the amount and purpose of this grant be provided from Friends of Askean RFC funds and not from Askean RFC own funds?

6. All grants are subject to quarterly review -
What evidence will you provide that the grant is being used as described above and is delivering the Friends of Askean RFC 's objects?

Signed by:

1. Applicant	2. Chair Askean RFC** <i>A person of good standing</i>	3. Treasurer Askean RFC** <i>A person of good standing</i>
Name	<i>Name</i>	<i>Name</i>
Address	<i>Address</i>	<i>Address</i>
Email address	<i>Email address</i>	<i>Email address</i>
Mobile No.	<i>Mobile No.</i>	<i>Mobile No.</i>

For applications from Askean RFC**
For applications other than Askean RFC

Friends of Askean RFC – The Grant Application Form (2/2)

NOTE:

For grant applications from Askean RFC

Sources of funding

Askean RFC should be funded primarily from match fees and members' subscriptions

Sustainability and development

Grant applications should be for discrete projects which support the sustainability and development of Askean RFC

Supporting operational cost and viability

Notwithstanding the above, grant applications to support the day to day running of Askean RFC to ensure its viability and the delivery of Friends of Askean RFC Objects will be assessed.

Commitment to fund raising

Askean RFC and its members should actively engage in fund raising for Friends of Askean RFC and evidence of such activity will be taken into consideration when a grant application is assessed